



2023 South Valley Pride Day Sunday, April 23, 2023



Artisan/Pre-Packed Food/Grower Vendor Application:
Application Deadline: Friday March 31st at 4:00pm

South Valley Pride Day 2023: Sunday, April 23, 2023, Noon – 4:00pm

Bernalillo County West Side Community Center, 1250 Isleta Blvd. SW, Albuquerque, NM 8710

The South Valley Pride Day event is a Bernalillo County District 2 community event. This free event includes entertainment, games, food and more! We are looking for creative artisans and crafts vendors to sell their handmade good and pre-packaged foods and local produce vendors to sell their homegrown fruits and vegetables.

We are looking to highlight vendors from the South Valley.

Please complete the application below and be sure to attach all requirements to validate your application.

All vendor applications are due to our office by Friday March 31st at 4:00pm

Note: Prior participation in BernCo events does not guarantee acceptance.

Organizers of event will notify you of acceptance via email by Friday, April 7.

DATE: _____ CONTACT NAME: _____ BUSINESS NAME: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____
PHONE: _____ E-MAIL ADDRESS: _____
WEB ADDRESS: _____

PLEASE PROVIDE A BRIEF DESCRIPTION OF WHAT YOU WILL BE SELLING/PROMOTING AT THIS EVENT:

Applications will not be considered without the following information. (If your business license expires prior to event, please make sure to forward your updated license before the event.)

☐ City ☐ County ☐ State **business license** # _____ expiration date: _____ (please attach copy)
☐ City ☐ County ☐ State **health permit** # _____ expiration date: _____ (please attach copy)

To obtain a business license within Bernalillo County please go to: <http://www.bernco.gov/planning/business-license-registration.aspx>

Within the City of Albuquerque please go to: <https://www.cabq.gov/planning/business-registration-information>

Are you a New Mexico True Certified Vendor? ☐ Yes ☐ No

How to become NM True Certified: <https://www.newmexico.org/industry/work-together/true-certified/nm-true-certified-application/>

Do you participate in the New Mexico Taste the Tradition Program? ☐ Yes ☐ No

Do you participate in the New Mexico Grown with Tradition Program? ☐ Yes ☐ No

How to be part of the programs: <http://tradition.nmda.nmsu.edu/program/>

Vendor Fees: *Courtesy of BernCo Commissioner Steven Michael Quezada, the fees for Artisans and Pre-Packed Foods vendors have been waived for the 2023 South Valley Pride Day.*

In lieu of a vendor fee, a donation towards the **Rio Grande High School Alumni Association** would be greatly appreciated. Tricia Gallegos, with the Rio Grande High School Alumni Association, will be accepting donations during the South Valley Pride Day event. She will be located at the Rio Grande High School Alumni Association Car Show booth.

Donations can be paid with cash, Venmo, or check made out to Rio Grande High School Alumni Association.

BOOTH REQUIREMENTS:

- The overall appearance and presentation of your booth is critical to the overall feeling of the event and to your retail success. Your booth must be neat, attractive, and well maintained with professional signage. (no neon or flashing signs). *Tarps on a stick* are not allowed.
- Vendor space is limited to a single story 10' x 10' booth (including all wires, strings, tie downs, stakes, sandbags, poles, easels, umbrellas, etc.). Be a good neighbor—stay within your booth's footprint. Come prepared for all types of weather. Due to high chance of wind, please make sure you are prepared to weigh down tent/easy up.
- You are responsible for setting up, maintaining, and removing your own booth, your merchandise and your trash.
- Your booth must be open and operational throughout the event. Leaving early puts your eligibility for future Bernalillo County event participation at risk.
- Please staff your booth with fun-loving smiling folks with excellent customer service!

BOOTH SET-UP/BREAK DOWN:

- You will be provided with set up and load in instructions prior to the event. Event staff determine booth placement. You will be given a space number.
- Load-in will be from 8:00am to 10:30am There will be no vehicles allowed on the field. There may be volunteers to assist in unloading at some events, but they are not guaranteed. Be prepared to unload and load your own equipment! After all your booth items are in your space, please move your vehicle to the parking location as directed by staff and return to your booth.
- Breakdown begins at 4:00pm (**not any sooner!**) and must be completed by 5:00pm

VENDORS BOOTH RESPONSIBILITIES/LIABILITIES:

- Vendor accepts responsibility for all lost or stolen merchandise and equipment.
- Vendor accepts all responsibility, liability and costs for any damage to booth, to customers, to the event, and to the environment.
- NO POWER OR ELECTRICAL HOOK UP WILL BE PROVIDED BY ORGANIZERS.
- Pets are **NOT ALLOWED** on event grounds unless the pet is a *Certified Service Animal* with official certification paperwork and apparel.
- Carry-in alcohol and weapons are not allowed on event ground.
- Vendors found not following these rules will be removed from the event.

Disclaimer: Bernalillo County will not accept vendors with vulgar, obscene, sexual or drug explicit arts or crafts. The county has the right to refuse vendors based on inappropriate content.

Applicant hereby states that all statements and representations made in this application are true, original, and valid.

Vendor signature: _____ Date: _____

PLEASE EMAIL THE SIGNED COMPLETED APPLICATION ALONG WITH ANY NECESSARY DOCUMENTS to Bernalillo County Office of Community Engagement & Outreach before Friday March 31st at 4:00pm
Mail: 415 Silver Street SW, 5th Floor, Albuquerque, NM 87102 Email: events@bernco.gov

For questions and information, please contact the events team at events@bernco.gov